Academic Door Access Requests by CRN in Decisions User Guide

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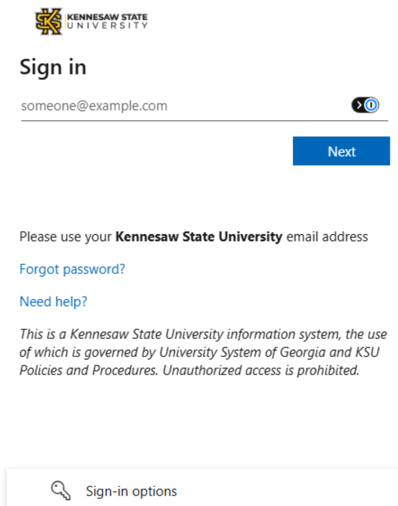
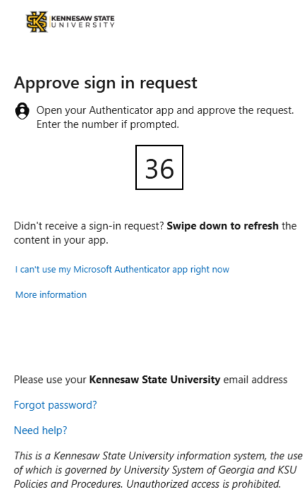
Logging in and Navigating Decisions

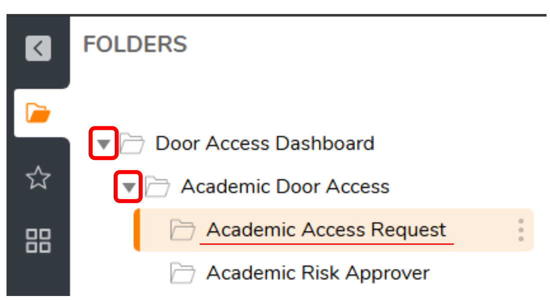
1. In your web browser, navigate to decisions.kennesaw.edu. **This page can only be accessed while on campus with KSU Wi-Fi, or while using the VPN if you're off campus. To download the VPN, please visit** https://uits.kennesaw.edu/vpn/index.php.

2. If you aren't already signed in, you will be presented with a KSU sign-in page and required to complete a 2-factor prompt with Microsoft Authenticator.



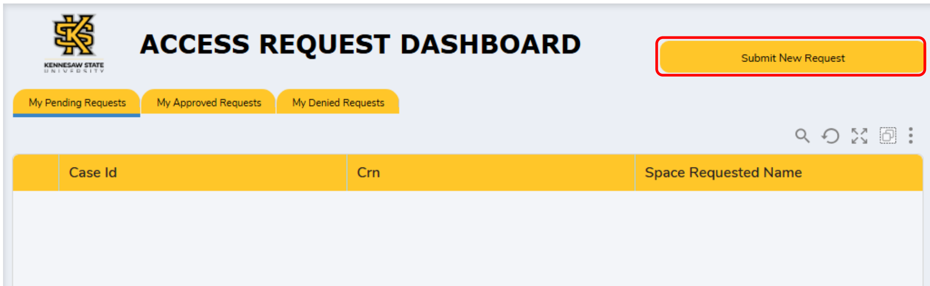


3. In the navigation menu on the left, click the arrows next to the **Door Access Dashboard** and **Academic Door Access** to expand the folders, then click **Academic Access Request** to reach the Access Request page.

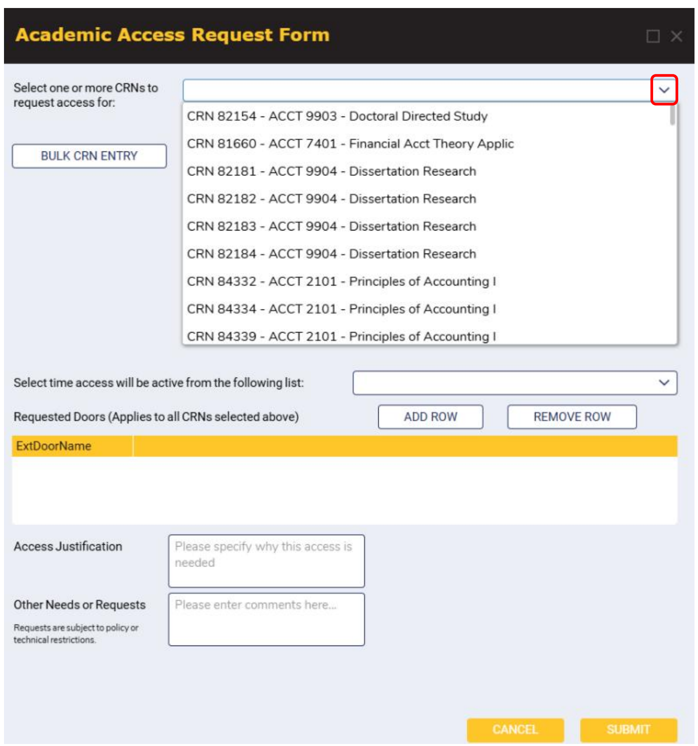


How to Submit a CRN Door Access Request

Step 1: On the **Academic Access Request** page, click the **Submit New Request** button on the top right.

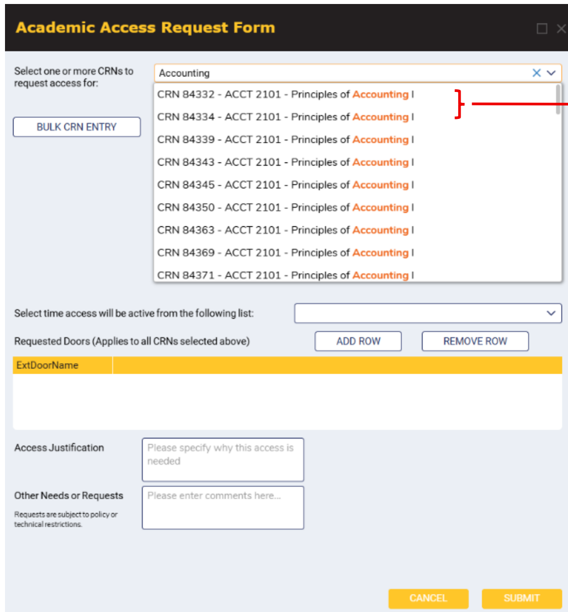


Step 2: The Academic Access Request Form will open. Clicking the drop-down arrow in the first field will display which CRNs you can request access for.
If your list is empty or is missing a specific major code, send an email to dooraccess@kennesaw.edu with the major code(s) you would like to be able to request access for.



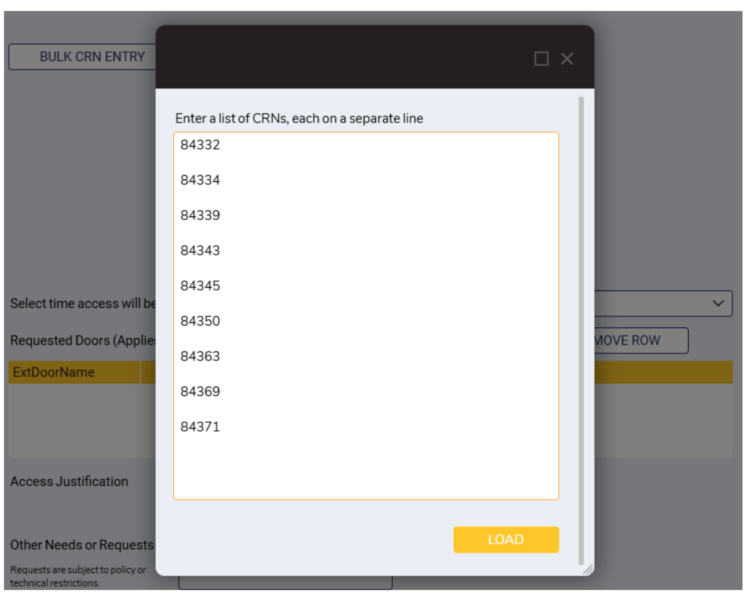
Step 3: In the first field, type the *CRN*, *major code*, *course number*, or *name* of a course. The course information for any matching courses will appear in the list.

Step 4: Click on one of the matching courses to add to your request. If multiple courses / sections need access to the same set of rooms, you may add multiple CRNs to the form.

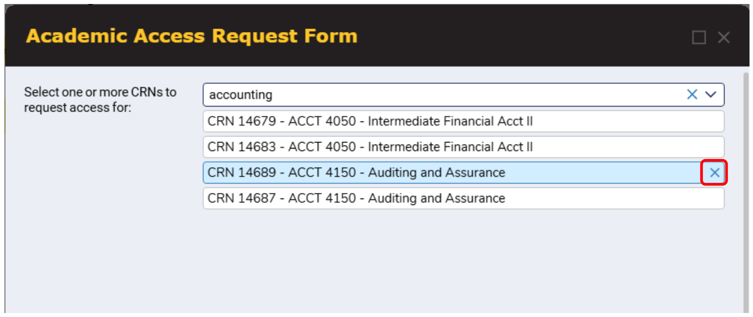


Two different CRNs with the same name, course number and major code are different sections of the same class.

You can also add a list of CRNs to the form all at once by clicking the **BULK CRN ENTRY** button. Copy and paste the list of CRNs into the form, then click **LOAD.**



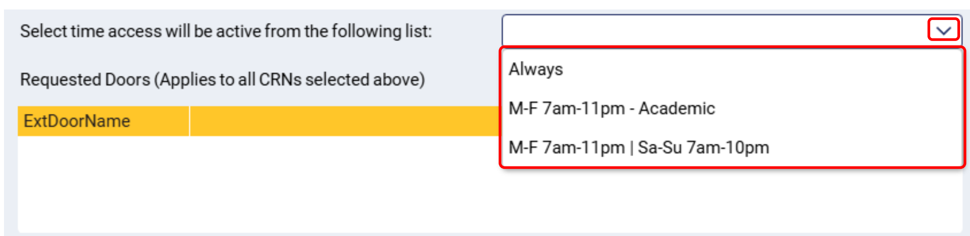
To remove a course you have already added, hover over the course in the list, then click the x button on the right.



Step 5: Select the days of the week and time ranges that the students will be allowed to access the spaces. The options are described below:

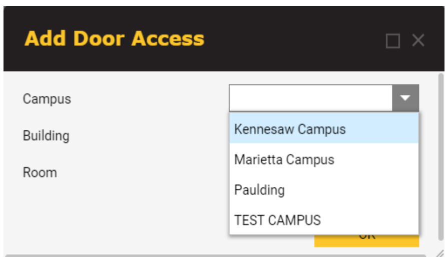
a. *Always*: Students in the selected courses will be able to open the requested spaces on any day, at any time. Choose this option if the students require **24/7** or **overnight** access.
b. *M-F 7am-11pm*: Students will be able to open the requested spaces from 7am to 11pm, Monday through Friday, following the typical academic building schedule.
c. *M-F 7am – 11pm | Sa-Su 7am – 10pm*: Same as above but including **weekend** access from 7am – 10pm.

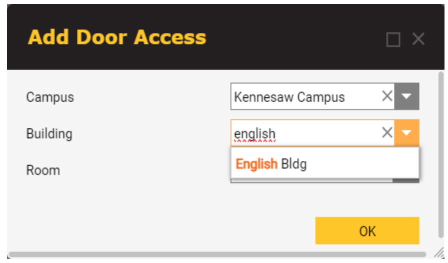
Access will still be restricted to the building's opening schedule. See Step 8: for more details.

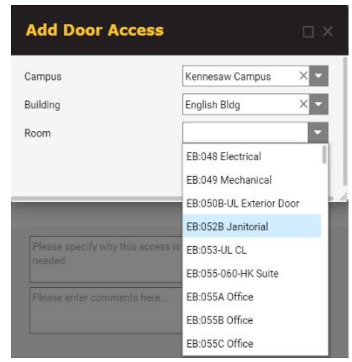


Step 6: To add rooms; click **ADD ROW**, select the campus, building, and room, then click **OK.**

- *Multiple Doors into a Room:* When a room has several doors, each door is labeled **_A, _B, _C**, etc. If you want the students to have access to every door into a space, you should add each one the request manually.
- *Elevated Risk Spaces:* Doors for elevated risk spaces are labelled **-ER**. Additional approval is required before that space can be granted. Approval is obtained automatically as part of the workflow.



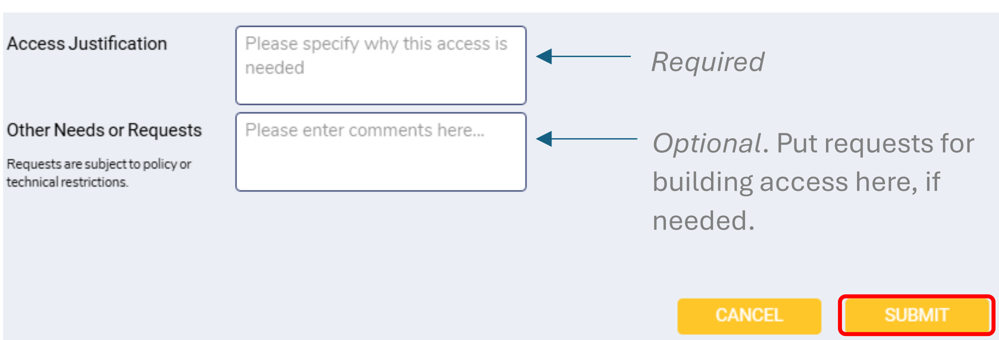




Step 7: In the **Access Justification** field, briefly explain why you are requesting this access. If the space(s) requested require additional approval, the approver will be sent this justification.

Step 8: Any additional requests not covered by the form - such as building exterior access - can go in the Other Needs or Requests area**. If your students will require access outside of the normal opening schedule for that building, request building access in this field.**

Step 9: Review the information in the form. When you are ready to finalize, click **Submit**. You will receive an email notification that the request has been submitted. A separate case number is generated for each door you selected on the form.

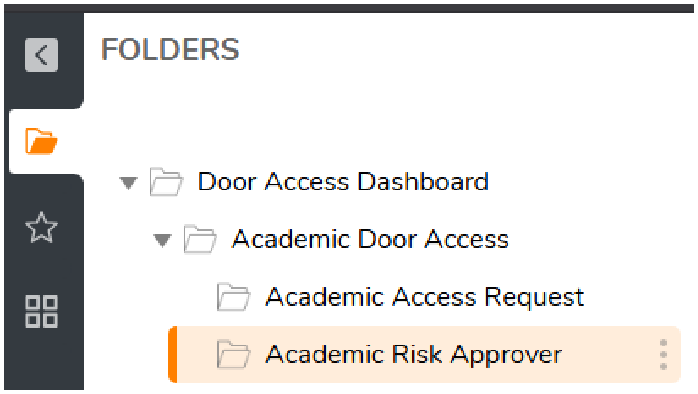


Once all necessary approvals are obtained, a Door Access team member will review the request, then grant it if no changes are needed. You will receive an email notification that the request has been completed. Access is granted instantly, but the students must update their Talon cards before the access is usable. If your request is denied, a Door Access team member will reach out to you soon to discuss your options.

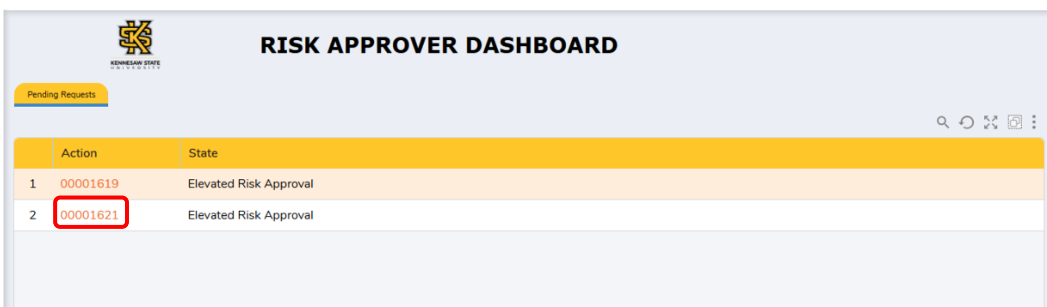
Approving an Academic Access Request as an Elevated Risk Approver

Some spaces across campus are designated as high-risk spaces and require additional approval by a specific approver before they are granted. Follow the instructions below to give elevated risk approval for an access request.

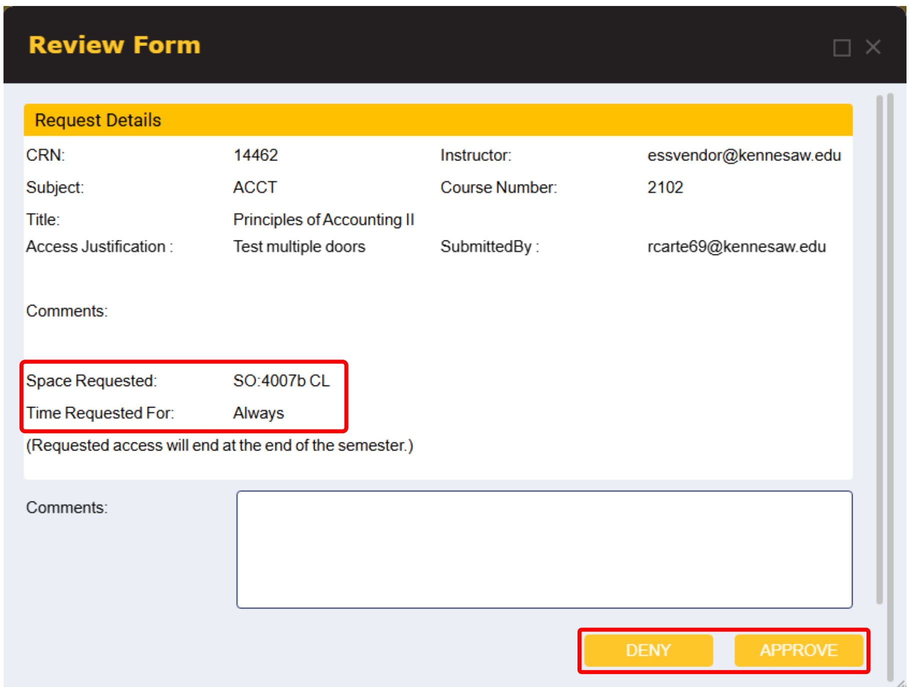
1. Navigate to the **Academic Risk Approver** page using the menu on the left.



2. You will see the **Risk Approver Dashboard.** All open requests needing your approval as an elevated risk approver will be displayed here. Click on the case number for a request you want to view.



3. The **Review Form** window will open. Review the details of the request, paying special attention to the:
   - Course Information
   - Instructor
   - Submitter
   - Access Justification
   - Space Requested
   - Time Requested For (the days of the week the access will be active).

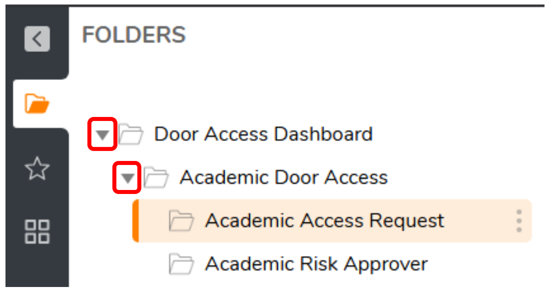


4. If you are satisfied with the information and justification, click **APPROVE** to give your approval. Otherwise, put your reasons for denial in the **Comments** field, then click **DENY**. An email notification of the denial with your comments will be sent to the requester.

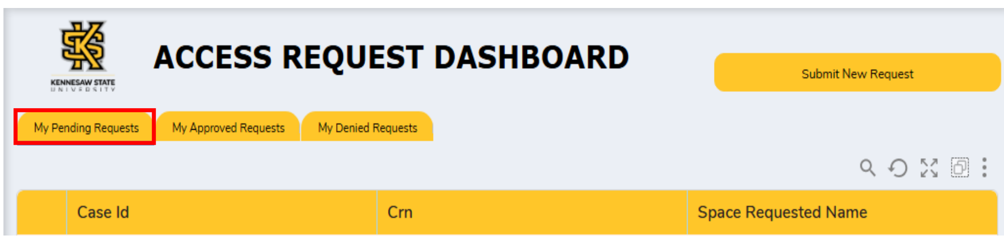
Checking the Status of an Academic Access Request

You can check the status of any request you submitted by following the instructions below.

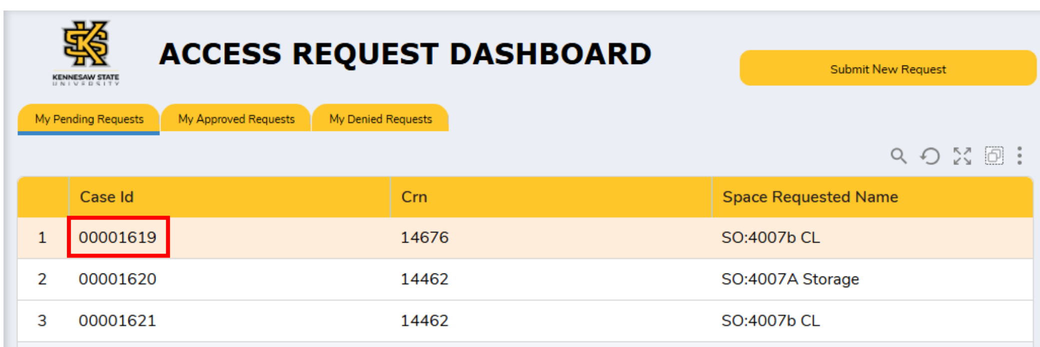
1. Navigate to the **Access Request** dashboard, by using the menu on the left.



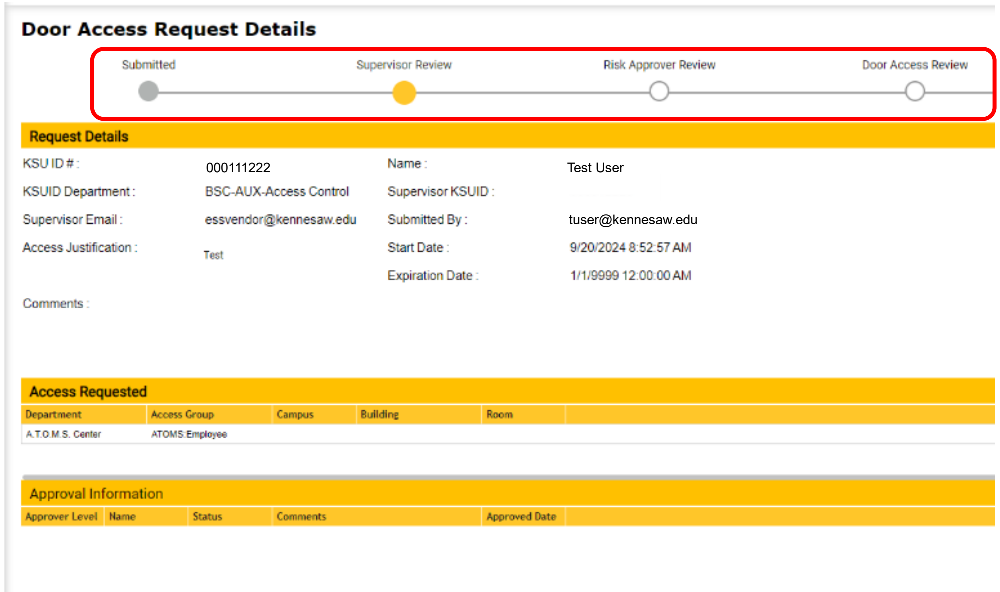
2. To view open requests you submitted, Click on the **My Pending Requests** tab.



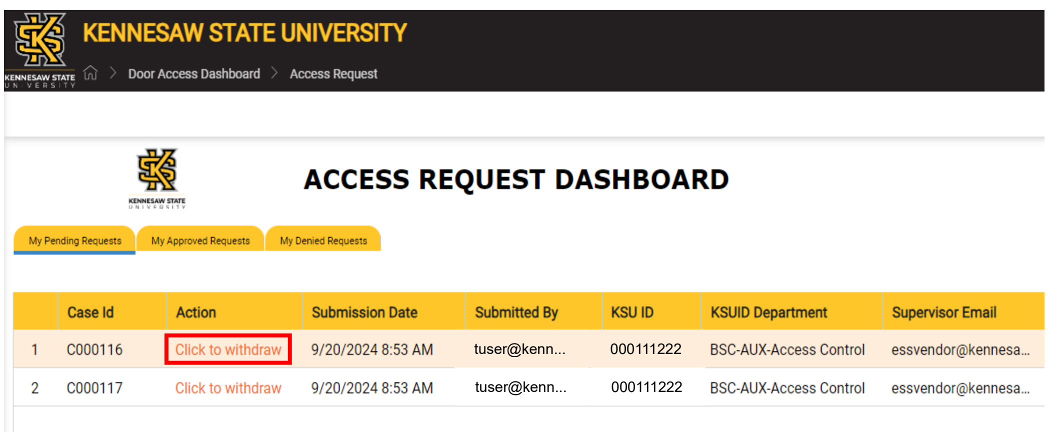
3. Here you can see all your open requests that are pending approval.
   Click on a Case ID in the first column to view detailed information on your request.



4. The status of the request will be shown at the top of the window.



5. Click the withdraw link to withdraw any open request before final approval.

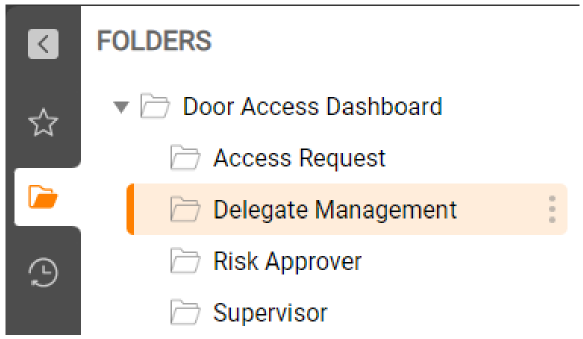


6. You can also view completed and denied requests that you have submitted by clicking on their respective tabs.

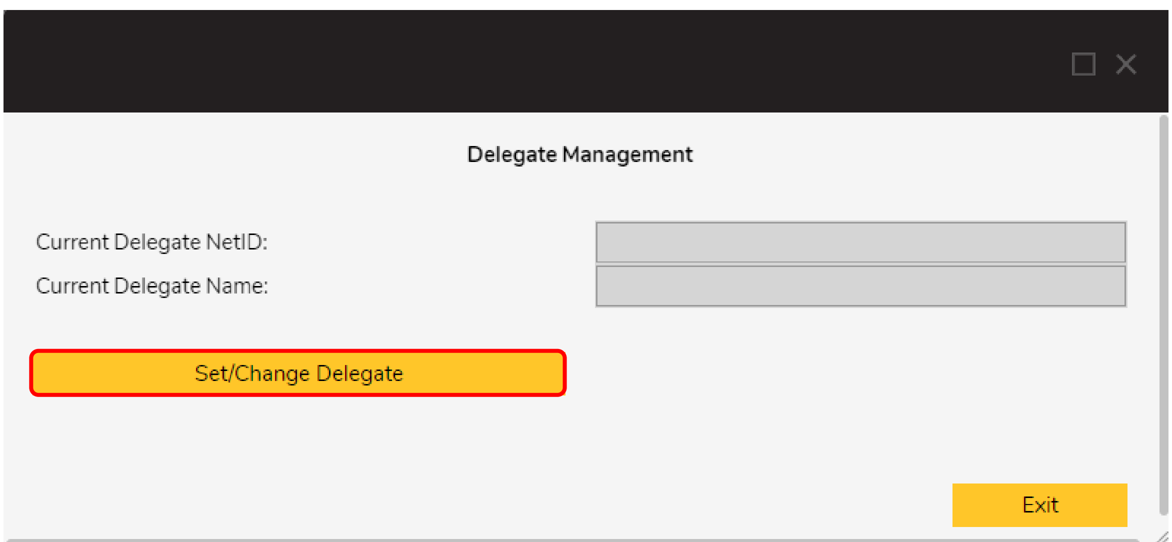
Setting and Removing a Delegate

Follow the steps below allow a person to approve or reject access requests on your behalf.

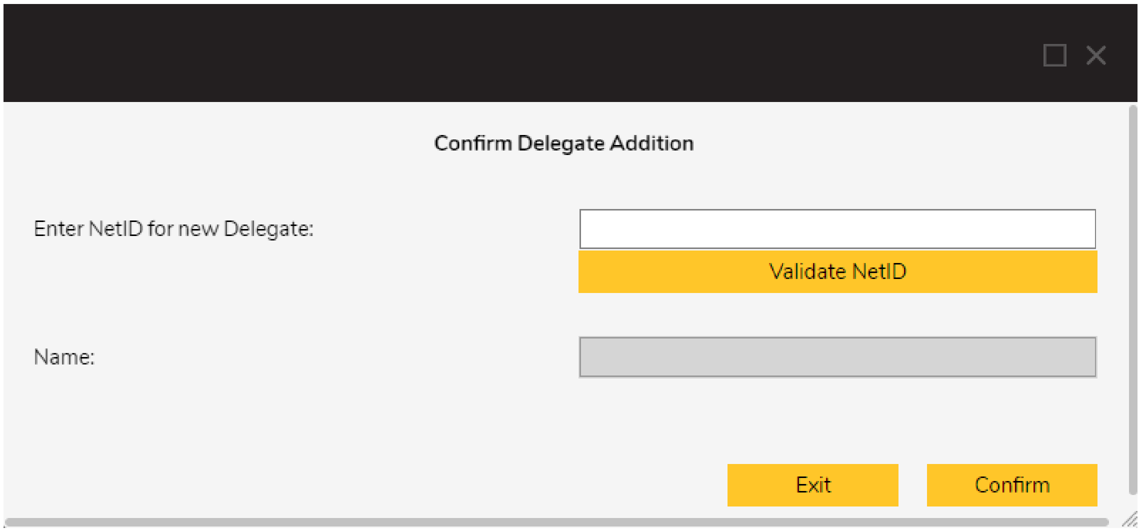
1. Navigate to the **Delegate Management** page from the navigation menu on the top left.



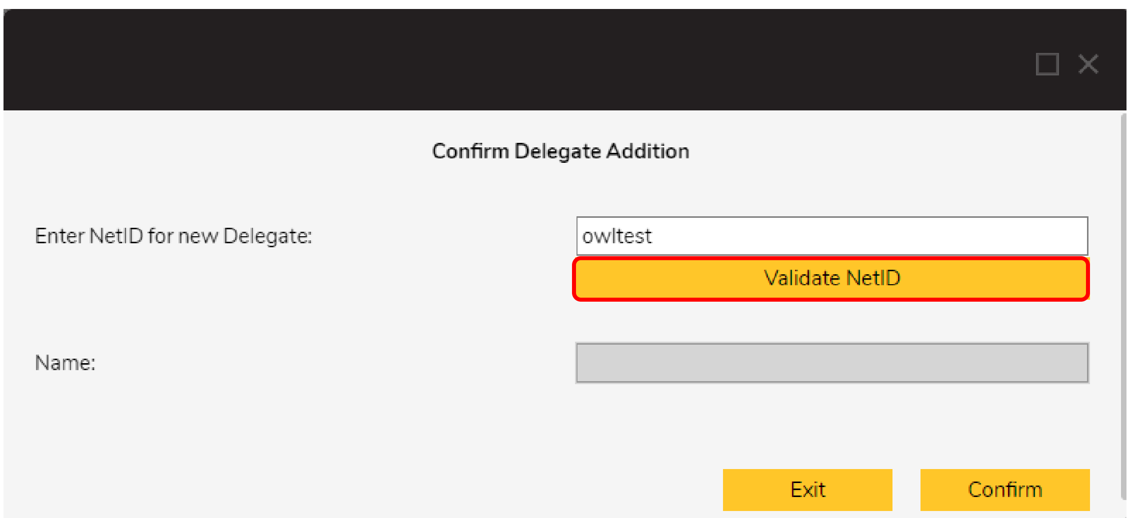
2. From the delegate management page, click on **Create Delegation** in the top right corner. The Delegate management window will open. Your current delegate's NetID and name are visible here. To set or update your delegate, click **Set/Change Delegate.**



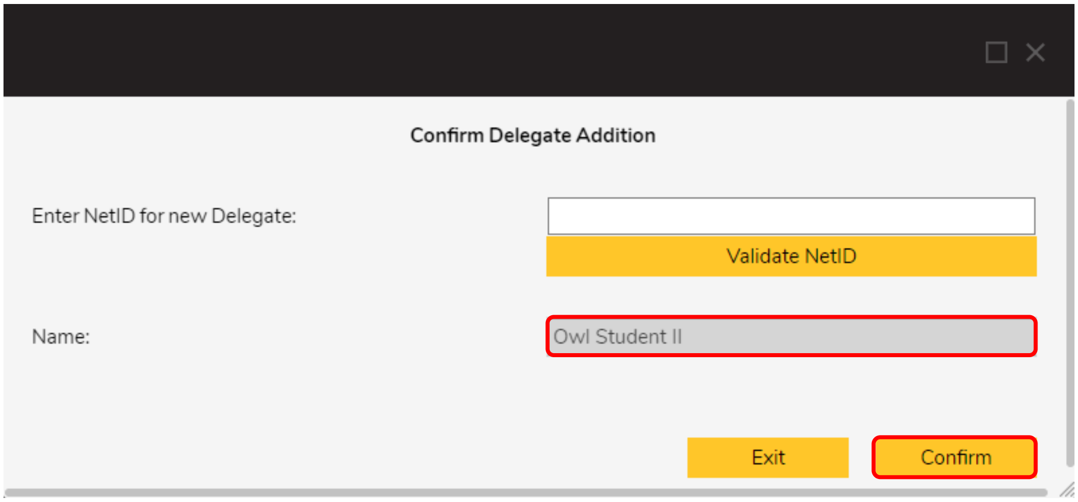
3. The **Confirm Delegate Addition** window will open.



4. Enter the exact NetID for the person you would like to delegate your approvals to, then click **Validate NetID** to check that you have the right person



5. Their full name will populate below. Verify the name of the person, then click **Confirm** to finalize your selection, you will see a message indicating your delegate was successfully set.



All future approvals that would normally go to you will instead be sent to the person you set as your delegate. Any pending approvals will also be reassigned to them.

6. To remove your current delegate without setting a new one, click **Remove Delegate** in the delegate management window.